

COMPLETED WORK REQUEST DATA SHEET

WORK REQUEST NUMBER: _____ DATE: _____

SCOPE: _____

NAME OF TASK AREA MONITOR: _____

WORK REQUEST PRICE: LABOR: _____ MATERIAL: _____

ADMINISTRATIVE DATA: JOB ORDER NUMBER: _____

PROJECT NUMBER: _____

PCN NUMBERS: _____

START DATE: _____ WORK COMPLETION DATE: _____

DRAWING NUMBERS: _____

(NOTE: Attach drawings whenever there are modifications, additions, or deletions to an area – indicate revised space area in metric)

WORK DESCRIPTION: _____

FACILITY & COST BREAKDOWN

FACY #	AMOUNT

COST OF (ESTIMATE) FIXED ASSETS/ INSTALLED PROPERTY REMOVED

DESCRIPTION OF ITEM REMOVED
